

CHAPTER 2 - FUNCTIONAL TRAINEE TRAINING PLAN (FTTP)

2-1. **PURPOSE.** The Functional Trainee Training Plan (FTTP) for all logistics organizations within the Corps of Engineers is a comprehensive plan which outlines the requirements for advancement to the target grade. The FTTP supports noncompetitive promotion to a target grade when all requirements are met. Candidates will be selected on the basis of potential.

2-2. **RESPONSIBILITIES.** Each location will develop a Local Implementation Plan (LIP) for each trainee that uses this FTTP in conjunction with the ACTEDS as its basis. The LIP should include the portions of this FTTP that are currently applicable to the logistics functions that are being performed at the location. The development of the LIP is the responsibility of the local Logistics Director or Chief of Logistics; however, it should be developed with the assistance of the supporting Human Resources Organization. The LIP should include the specific courses and describe the On-the-Job Training (OJT). A mentoring approach could be a valuable portion of the LIP.

2-3. **FTTP PHASE 1.** Phase I consists of 52 weeks in a logistics related series. This phase will be a combination of formal courses and OJT. (See Table 2-1.)

a. The purpose of Phase I is to provide principles and fundamentals of the logistics functions within the U.S. Army Corps of Engineers.

b. The methods of instruction will include lecture, conference, practical exercises, OJT, field trips, case studies, films, guest speakers, group discussions, panel discussions, video tape lectures, incident cases, workshops, critiques, and other instructional techniques.

c. The scope of the overall program is intended to cover the entire spectrum of the Logistics function of the Corps. You are encouraged to also include the specific requirements of the location.

TABLE 2-1 Phase I Learning Objectives

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
Upon completion of these courses the trainee will be able to:			
1. GENERAL ORIENTATION	5 HR	List and locate 3 of the major missions of the organization. And locate the major offices.	To provide the intern with general knowledge and orientation of the Army, USACE, the local installation.
Worksite Orientation	2 DA	List and locate 3 of the logistics functions. To name 90% of co-workers and their assignments.	To provide an orientation of organization, purpose, mission, functions, activities, and personnel of the installation.
Orientation Trainee	2 DA	List 3 tasks within each of the 4 log functions	This orientation is a self study that trainees should receive within 30 days of assignment. It has 30 lessons to be completed in non-duty hours.
Customer Service	3 HR	Give 3 examples of how to better serve the customer	To gain knowledge of better service

TABLE 2-1 Phase I Learning Objectives (Cont'd)

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
2. MANAGEMENT DEVELOPMENT TRAINING			
Trainee Leadership Development	1 WK	Evaluate logistics productivity, list log short term goals, evaluate effectiveness.	Mandatory for log trainees in MTP. Space is difficult to get.
Written Communication	2 DA	To write using active voice, clear/concise sentences, to avoid use of jargon.	Incl review of principals effective writing, use of common USACE forms.
Oral Communications	2 DA	To give a 10 min brief so that 90% of audience knows what was presented.	Orientation of principals of public speaking techniques. Incl OJT given on site or local courses.
ADP	1 WK	To input log work with an 80% accuracy. To choose the correct screen.	Courses are commercially available at intro level from local colleges, OPM in-house. OJT to include VIMS or APPMS.
Internal Controls	3 DA	Marking the check list with 80% accuracy.	Introductory course in internal controls.

2-4. **FTTP PHASE II.** Phase II training provides basic skill development through rotational on-the-job training (OJT) in one of the four logistics functions. The overall objective of Phase II is to prepare the trainee to become fully functional in one of the logistics functions. Prior to the trainee entering Phase II, the LIP should be reviewed and, if necessary, modified to reflect the current need of the trainee and the organization. (See Table 2-2.)

a. The primary objective of Phase II is to increase the depth of skill in all of the logistics functional areas currently being performed at the location. The training plan for Phase II is flexible in terms of OJT time to accommodate the different qualifications of the interns and required length of the total program.

b. After the completion of Phase II, the trainee will be able to show attainment of the learning objectives and TFEs designated for the applicable portion of the training plan.

c. While the trainee is in Phase II training, the supervisor or other qualified journeyman will be responsible for providing very specific basic assignments and detailed instructions, guidance, and advice on all aspects of work to be accomplished in accordance with the LIP. Assistance will be given to ensure that the trainee understands assignments and that development is progressive.

d. During Phase II, the trainee will satisfactorily complete the training outlined in the following program and must achieve a satisfactory evaluation and attainment of KSAs and TFEs identified in the LIP.

e. During the development of the LIP, courses should be selected from the courses listed in APP B, APP C, APP D or APP E. Other sources can be used to help prepare the trainee for fully functional in the supply, maintenance, transportation, or facilities functions.

f. More intensive training for in-house systems is recommended during this phase. Also, advanced training in commercial software used at the location is recommended.

TABLE 2-2 Phase II Learning Objectives

<u>ACADEMIC SUBJECT</u>	<u>DURATION</u>	<u>LEARNING OBJECTIVES</u>	<u>PURPOSE</u>
1. ON-THE-JOB TRAINING (either a,b,c, or d)			
Supply	90 DA	To learn knowledges shown in ACTEDS plan for each function.	
Transportation	90 DA		
Maintenance	90 DA		
Facilities	90 DA		
Automated systems	40 HR	To be proficient in use of functional software.	
Site Visits	20 HR	To learn inspection procedures.	